

2011年国际商务师考试业务外语外贸函电精华（二十三）

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导读：本篇为国际商务师考试业务外语外贸函电Fulfilling an Order范文模板#f70938>Fulfilling an Order
Dear Sirs, Order No. k1236 The above order has now been completed and sent to Zhangjiagang Docks where it is awaiting loading onto SS Eastsea which sails for Kobe, Japan on 25 July and arrives on 29 July. Once we have the necessary documents we will hand them to Chartered Bank, your bank ' s agents here, and they will forward them to the Union Trust Bank in Japan. We have taken special care to see that the goods have been packed as per your instructions, the six crates being marked with your name, and numbered 16. Each crate measures 6ft*4ft*3ft and weighs 5 cwt. If there is any further information you require, please contact us.

Thank you very much for your trial order, and we hope it will lead to further business between us. Yours faithfully, 相关推荐：

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